



Human Resources

Davie County Government

123 S. Main Street | Mocksville, NC 27028 | 336.753.6001

DavieCountyNC.gov



Technical Services/Cataloging Assistant (Part-Time) Davie County Public Library

Description of Work: Work is performed under the supervision of the Technical Services Librarian and is evaluated through reports, quality and quantity of services delivered and daily observation. Must be able to pass the assessments on NC cardinal for Item Cataloging and Bibliographic Cataloging. Regular, predictable, full attendance is an essential function of the job.

- Ability to discern and execute the process of which materials require repair and which to present for further examination or possible deselection.
- Examining donation materials for ascension vs. sale.
- Contribute to the maintenance of the book sale materials table and storage/replacement shelves
- Keep order records up to date.
- Properly filing paperwork packages for each order.
- Checking in materials received.
- May require travel to Cooleemee Branch and/or work one day a week at the circulation desk to keep abreast of patron requests.
- Ordering Library materials in assigned area.
- Performs all other work as assigned.

Education and Experience: Associates degree in business, education, communications, library science or a related field or a related degree plus one year of experience in a library or related public facing customer service or educational setting or graduation from high school/ GED equivalent and three years of experience in a library or related public facing customer service or educational setting. Working knowledge of computer applications, resources, and technology to include knowledge of library systems and catalog searching. Working knowledge of computer applications, resources, and technology. Must be able to perform the basic life operational skills of crouching, reaching, standing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Salary: \$12.00/hour (not to exceed 25 hours weekly) Non-Exempt

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Davie County is an Equal Opportunity Employer

Our Equal Employment Opportunity Plan is located at www.daviecountync.gov under Human Resources.

